



Department of  
**Human Resources**

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-044
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-059, 06-021
<b>Application:</b> Executive Branch Agencies, Human Resource Officers	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-305, T.C.A. § 8-30-306, T.C.A. § 8-30-308	<b>Rule:</b> Chapter 1120-02

**Subject:**

## Requesting Promotional Referred Lists

Certain positions in the preferred service require applicants to possess Tennessee state government experience in a particular field in order to meet the minimum qualifications. Below is a list of these classes. Because there is no substitution for this specific Tennessee state government experience, these job classes are promotional from within a specific occupational series.

Agencies shall not use an appointment referral list to fill any position in these job classifications. Rather, positions in these job classes may only be filled from a promotional referral list.

Exceptions:

- If a former employee is qualified because of prior state service, the agency may request to announce an open appointment for the job classification. The agency must receive prior approval from the Recruiting Management Services Division.
- If, after announcing and working a service-wide promotional list, the list is insufficient, the agency may request approval from the Recruiting Management Services Division to fill the position through a mismatch with a reachable applicant in the next lower job classification in the same job series.

Agency human resources offices must ensure that agency employees with security access to request referral lists are aware of this specific restriction that applies to promotional job classes.

The following is a list of promotional classifications, which must be filled from a promotional list:

Classification Title	Class Code
ABC Assistant Special Agent in Charge	038678
ABC Special Agent in Charge	038673
ABC Special Agent 3	038677
Assistant Special Agent in Charge-CID	036934
Driver Control Manager 2	036984
Driver's License Branch Supervisor 1	036922

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Driver's License Branch Supervisor 2	036924
Driver's License District Supervisor 1	036923
Driver's License District Supervisor 2	036925
Human Resources Administrative Technician 2*	006362
Human Resources Administrative Technician 3	006363
Human Resources Administrative Technician Supervisor	073738
Human Resources Technician 2*	006361
Human Resources Technician 3	006364
Human Resources Transaction Supervisor	006371
Highway Response Operator 2*	062978
Revenue Processing Assistant 2	009336
Revenue Processing Data Specialist 2*	002782
Revenue Processing Data Specialist 3	002783
Revenue Processing Data Specialist 4	002784
Revenue Processing Data Specialist Supervisor	002785
Revenue Processing Data Specialist Manager	002786
Revenue Processing Tech 1	075857
Revenue Processing Tech 2	075858
TBI Asst Special Agent-in-Charge (Criminal Investigation)	038699
TBI Special Agent-Criminal Investigator 2*	038692
THP Lieutenant	038633
THP Sergeant	038632

Classifications denoted with an asterisk (\*) represent flex-classification positions. See Flex-Classification Position Policy.

Questions regarding this policy may be directed to the Divisions Applicant or Technical Services.